

STATE MAIL

DISTRIBUTION SERVICES

**Quarterly
Newsletter**

FY08 Period 4

Last Mail User's Forum Recap: "State Mail's Energy Savings Plan."

In an effort to meet the Governor's Initiative on Energy Savings, State Mail launched their 3 phase plan to save energy with a goal to save customers money in the process. A quick overview of the 3 phases are as follows and a more in depth look can be found on State Mail's Website under the "Mail User's Forum" Icon:

- Phase I - Reconfigure the courier routes and remove unnecessary stops. This includes stops to Post Office's other than 2100 S Redwood Rd.
- Phase II - Volume studies on the remaining stops and possible alternative fuel vehicles, including electrics.
- Phase III - Working with customers on the timing and urgency of outgoing mail to even workflow and maximize the postal discount. This is being accomplished with customer communication, better routes and the "Zebra" SMAC cards.

Thanks to all for the support and hard work that has gone into this to make it possible. It is planned in September as part of the Mail User's Forum to show the progress and results. For more questions on mail or training please contact Tim Walden at 801-323-4304.

Next Quarter's Mail User's Forum: "Addressing Quality and Information."

June's Mail User's Forum will be centered around addressing quality. The focus of the Forum will be on the quality of the addresses, UAA mail (Undeliverable As Addressed), and other important and interesting information. At this quarters Forum we will be privileged to have a guest speaker from the 2100 S Redwood Rd Post Office. As in previous Mail User's Forums there will be a 20—30 minute presentation and an open question and answer period. Following the Forum a tour of the State Mail facility will be given.

Mail preparation tip:

Time of Day: Remember that for discounted postage there is a 5:00 p.m. cut-off time at State Mail. For Urgent must go today mail use the "Zebra-Mail Today" SMAC cards. For presorting postage discounts use the other SMAC cards.

Next Mail User's Forum:

June 24, 2008 2 p.m.—3 p.m.
State Library Rm. 227
250 North 1950 West Ste. A
Salt Lake City, Utah